
Instructions

Form 4804, Transmittal for Magnetic Media of Currency Transactions.

Use Form 4804 to transmit the Currency Transactions. You must include Form 4804 (*or computer-generated substitute containing the same information*) with each magnetic media file you send to the IRS.

Block 1

Indicate whether the data in this shipment is a production, test or replacement file by checking the appropriate box.

Block 2

Enter the eight-character alpha/numeric transmitter control code assigned by IRS to the transmitter organization.

Block 3

Check the box next to the type document you will file with IRS on magnetic media.

Block 4a-4c

Enter the name and address of the filer. If you have the authority to sign the affidavit on Form 4804, you may enter information for additional filers on Form 4802.

Enter the 9-digit employer identification numbers assigned by IRS to the filer.

Enter the transmitter control code assigned by IRS to the filer.

Block 5a-b

Enter the name and address of the transmitter. (Omit if same as block 4a).

Enter the 9-digit employer identification numbers assigned by IRS to the transmitter.

Block 6a-6c

Enter the name, address, telephone number, and title of the person to contact about the magnetic media files.

Block 7

Enter the name and address of the person to whom the magnetic media files and copy of the report should be returned. (Omit if same as block 6).

Block 8

Enter the coverage period beginning and ending dates in (MMDDYY) format.

Block 9

Check the appropriate box to indicate the type of magnetic media. Enter tape/cartridge number.

Block 10a-10b

Enter the appropriate number of documents.

Affidavit

The signed signature **MUST** be the original and not a copy or fax. (See instructions on Form 4800 for Form 4804 affidavit requirements.)

Form 4802, Transmittal for Multiple Magnetic Media Reporting

It is not necessary to prepare a separate Form 4804 for each Form 4802; or each institution or type of document since Form 4802 is the continuation sheet for Form 4804. Use Form 4802 if you are reporting for multiple institutions; or if you are an agent authorized to sign Form 4804 for the institution shown on the Form 4802. Enter total amounts on Form 4802 in the same manner used on Form 4804, and attach it to the signed Form 4804.

Note: IRS encourages the use of a computer-generated substitute for Forms 4804 and 4802. The format must include all information requested on these forms including the affidavit.

PAPERWORK REDUCTION ACT NOTICE

The Paperwork Reduction Act of 1980 says we must tell you why we are collecting this information, how we will use it, and whether you are required to provide it to us. We ask for this information to carry out the Internal Revenue laws of the United States. We need it to ensure the magnetic media you are using will be compatible with our processing equipment. The information is also used to more efficiently schedule and manage processing at the IRS. You are required by law to give us this information.